MEETING AGENDA

City of Huntington Beach PERSONNEL COMMISSION Wednesday, July 15, 2009 Civic Center, Room B-8 5:30 P.M.

1. CALL TO ORDER

Commissioners: Barton, Bush, Clemens, Elford, Garner, Inglee, Lipson

Staff Liaison: Paul Emery, Deputy City Administrator

Also present:

Michele Carr, Secretary to the Personnel Commission/ Director of Human Resources

Jo Ann Diaz, Principal Personnel Analyst Sandy Henderson, Administrative Aide

2. PLEDGE OF ALLEGIANCE

3. WELCOME AND INTRODUCTION OF NEW PERSONNEL COMMISSION MEMBERS - PHILLIP INGLEE AND KATERINE ELFORD

4. PUBLIC COMMENTS

The Personnel Commission welcomes public comments on all items on this agenda or of community interest. We respectfully request that this public forum be utilized in a positive and/or constructive manner. Please focus your comments on the issue or problem that you would like to bring to the attention of the Personnel Commission. Negative comments directed at individuals are not acceptable.

Three (3) minutes per person. Time may not be donated to others. No action can be taken by the Personnel Commission on this date unless agendized. This is the time to address the Personnel Commission regarding items of interest or on agenda items other than public hearings.

5. APPROVAL OF MINUTES

Meeting of June 17, 2008

6. PUBLIC HEARING

Public Hearing in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan. Reference material included:

 Discussion on a job specification revision for the position of Beach Operations Supervisor in the Community Services Department amending the City's Classification Plan.

Recommended Action:

Approve the job specification revision for the position of Beach Operations Supervisor in the Community Services Department amending the City's Classification Plan.

7. ELECTION OF CHAIR AND VICE-CHAIR

8. COMMISSION GOALS FOR THE COMING YEAR

This item has been placed on the agenda at the request of the Personnel Commission Chair

9. LABOR RELATIONS UPDATE

SCLEA

10. SECRETARY'S REPORT

Position Vacancy Report

11. COMMENTS FROM COMMISSIONERS

Announcements, brief report regarding Commissioner activities, ask questions for clarification, request information from Staff, direction to Staff regarding a future agenda item or for the provision of information for a future meeting.

12. INFORMATION ITEMS

■ Grievance Report – July 2009

13. ADJOURNMENT

Meeting adjourned to the next regularly posted meeting of August 19, 2009.

MINUTES

City of Huntington Beach

PERSONNEL COMMISSION 06/17/09

Pending approval by Personnel Commission at the meeting on 7/15/09 (These minutes are not verbatim. A recording of the meeting is available in the Human Resources Division, lower level of City Hall, for one year following meeting date.)

CALL TO ORDER

Chairperson Barton called the Commission meeting to order at 5:30 PM.

ROLL CALL

Commissioners present: Barton, Clemens, Garner, Gooch, Hunt, and Lipson

Commissioners absent: Bush

Others Present: Michele Carr, Director of Human Resources

Sandy Henderson, Administrative Aide

RECOGNITION OF DAN GOOCH AND MATT HUNT FOR THEIR SERVICE TO THE PERSONEL COMMISSION

Plaques were presented to out-going Commissioners Gooch and Hunt for their dedicated service to the Personnel Commission. Commissioner Gooch served for two (2) four year terms for a total of eight years and Commissioner Hunt served two (2) four year terms and a partial term for a total of eight years and three months.

PUBLIC COMMENTS

None

APPROVAL OF MINUTES

A motion was made by Commissioner Clemens and seconded by Commissioner Gooch to approve the minutes for the January 18, 2009 meeting (passed 6:0:1).

PUBLIC HEARING

None

COMMISSION GOALS FOR THE COMING YEAR

Discussion ensued regarding the status of the Constructive Action Plan (CAP). Michele Carr, Director of Human Resources, responded she provided the information to Commissioner Gooch including edits. She stated the plan is available for further review by the Commission if desired. Commissioner Gooch reviewed the plan and stated it is workable; however, some additional changes could be made to make it more acceptable to the unions. Ms. Carr stated the CAP is in place as an Administrative Regulation and is used a reference tool. Chairman Barton suggested that the next time an opportunity arises where someone is eligible to utilize it, the Commission can review the CAP and see how well it works. He asked that the CAP document be provided to the Commission via email.

MINUTES

City of Huntington Beach

PERSONNEL COMMISSION 06/17/09

LABOR RELATIONS UPDATE

Ms. Carr gave an update on the negotiations with SCLEA stating there is an upcoming meeting on July 6th to share budget information.

SECRETARY'S REPORT

Ms. Carr reported on the position vacancy report and explained the list is growing usually through attrition with employees who have decided to retire. She explained that due to the budget situation some positions will not be filled immediately.

COMMENTS FROM COMMISSIONERS

Commissioner Barton thanked Commissioner Gooch and Hunt for their tenure, wisdom, and experience, stating that they will be missed. He encouraged them to pursue other volunteer opportunities with the City where they could continue to be a great benefit.

Commissioner Garner stated it was a pleasure working with Commissioners Gooch and Hunt and they will be missed.

Commissioner Gooch stated that they leave in good hands and wish the Commission well. He commented that the amount of tenure and experience that this Commission has is extraordinary but this is a good opportunity to bring in fresh views.

Commissioner Hunt commented that is has been gratifying to work in environment where you have an opportunity to look out for the City from the civilian perspective.

Commissioner Clemens stated it was a pleasure working with Commissioners Gooch and Hunt.

INFORMATION ITEMS

Ms. Carr reported on the Grievance Status Report.

- The appeal filed on 3-2-07 is on-going; the hearings began 10-6-08.
- The appeal filed on 3-12-08 was withdrawn.
- A new appeal was filed on 3-20-09 with the hearing officer agreed upon; no hearing date set yet.

ADJOURNMENT

The meeting adjourned at 6:07 PM to the next regularly scheduled meeting of July 15, 2009.



CITY OF HUNTINGTON BEACH INTER-DEPARTMENTAL COMMUNICATION HUMAN RESOURCES

TO: PERSONNEL COMMISSION

FROM: MICHELE CARR, DIRECTOR OF HUMAN RESOURCES

SUBJECT: UPDATE OF MANAGEMENT EMPLOYEES ORGANIZATION POSITION IN THE

COMMUNITY SERVICES DEPARTMENT: BEACH OPERATIONS SUPERVISOR

DATE: JULY 15, 2009

The Beach Operations Supervisor is a one-position classification. The long-term incumbent recently retired thus creating a vacancy. The vacant position provides the Community Services and Human Resources departments the opportunity to review the existing job classification specification and edit as necessary.

It has been determined that alterations to the BEACH OPERATIONS SUPERVISOR job specification are required to 1) provide clarity of presentation of the essential duties performed and 2) more appropriately depict the minimum qualifications of the job and align them with other similar supervisor positions.

The modifications to the job duties do not change the fundamental scope of work to be performed. The changes to the qualifications are minimal, and have the effect of bringing the position more closely in line with other similar supervisor positions. The typical qualifications listed in the current job class specification have not been evaluated since 1984 and do not provide adequate current information on the type of education/training and number of years' experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position class.

The proposed modifications do not include any changes to the compensation for the position. This position is presently equitably compensated with other similar supervisor positions.

The City and MEO have met and discussed the proposed modifications to the classification. The recommendation presented is based upon the department's input and association feedback.

At this time staff requests the Personnel Commission to approve staff's recommendations in accordance with Personnel Rule 12 regarding amendments to the City's Classification Plan.

CLASSIFICATION RESULTS

CC:

Job Class Title Action

Beach Operations Supervisor Update Classification

Affected Employees: None

Recommendation: Approve the updated class specification.

Attachment: Beach Operations Supervisor Job Class Specification

Jim Engle, Director of Community Services

Leonie Mulvihill, MEO President

CITY OF HUNTINGTON BEACH CLASS SPECIFICATION



TITLE: BEACH OPERATIONS SUPERVISOR DATE: OCTOBER, 1984

PERSONNEL COMMISSION APPROVAL:

COUNCIL APPROVAL:

JOB CODE:

EMPLOYMENT STATUS:

UNIT REPRESENTATION:

FLSA STATUS:

EXEMPT

DUTIES SUMMARY

Plans, organizes, and supervises the daily activities of beach operations, including beach maintenance, pier repair and maintenance vehicle repair and maintenance, and parking meter collection and repairs, within the Community Services Department.

To supervise the Beach, Pier and facilities maintenance operations; landfill, mechanical repair and maintenance functions; perform public relations functions; conduct audits in areas where monies are involved; monitor contracts; conduct studies ad make oral and written recommendations; as well as performing other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Differs from Beach Maintenance Crewleader in that Beach Maintenance Supervisor is responsible for exercising supervisory control to crews assigned to beach maintenance operations, while Beach Maintenance Crewleader exercises authority in determining daily priorities, issuing assignments, and providing on-site training for one crew within beach maintenance operations.

This is a supervisor of multiple site functions in the areas of mechanical maintenance, beach maintenance, pier repair and maintenance, and parking meter repair. The supervisor is responsible for liaison with outside agencies, citizens groups etc. The incumbent will also be required to monitor contracts and the work of subcontractors. This is a supervisor who is responsible for a number of functions in diverse areas and locations who will also be involved with special staff projects as well as liaison with outside agencies, persons and citizen groups.

EXAMPLES OF ESSENTIAL DUTIES

Plans and supervises the work activities of skilled and non-skilled craft personnel

CITY OF HUNTINGTON BEACH CLASS SPECIFICATION



TITLE: BEACH OPERATIONS SUPERVISOR DATE: OCTOBER, 1984

engaged in operating heavy equipment to clean and maintain City beaches, the pier and other beach facilities; repairing and maintaining heavy equipment, boats or other watercraft, motorized equipment and beach vehicles; and repairing and maintaining parking meters

Hire, train and/or supervise the work of incumbents in such classes as: equipment operation, heavy duty mechanic, parking meter repair worker, leadworker, construction maintenance, equipment operator (recurrent) and maintenance worker (recurrent).

- Schedules work and determines project priorities
- Plans, organizes, and assigns preventive and remedial maintenance work for equipment and vehicles; prepares and maintains records of work performed

Supervise the building of specialized equipment, and prepare recommendation on the budget by preparing the necessary documents and assuring that payroll rules and procedures are followed.

- Assists in the planning and monitoring of the budget in regards to beach maintenance staff allocation, equipment, supplies, parts, and materials;
- Coordinates work projects and maintenance programs with various City officials, department personnel, and other agencies
- Coordinating with other divisions to assure that equipment and meters are promptly repaired;
- Researches data, brochures, and regulations; keeps abreast of new equipment, maintenance devices, and test equipment

monitoring new developments in the field of equipment and parking meters and assure that they are promptly repaired;

- Prepares specifications for vehicle and equipment purchases;
- Evaluates work methods in the various shops to ascertain proper and efficient use of machinery, tools and labor
- Counsels subordinates on compliance with procedures, rules, and regulations, evaluates performance, and disciplines as needed
- Implements and maintains safety programs; conducts meetings and instructs employees on shop and equipment safety, tool uses, equipment upgrade projects,

CLASS SPECIFICATION



TITLE: BEACH OPERATIONS SUPERVISOR DATE: OCTOBER, 1984

and other related topics

- Performs personnel administrative functions including vacation scheduling, employee evaluations, and preparation of payroll
- Monitors contracts with outside service providers to ensure compliance with established standards; conducts on-site inspections to review work being performed;
- Performs other related duties as assigned.

monitor contracts to assure that work is performed in compliance with established standards, monitor the work performed at a number of sites by making on-site inspections; perform audit and record keeping especially in the areas where cash is involved (e.g., landfill)' conduct analysis of situations which have impact on the budget and formulate recommendations; assist with planning and research projects; provide liaison with other agencies, citizen groups, etc., and speak before them as assigned; perform other related duties as assigned.

The preceding duties have been provided as examples of the essential types of work performed by positions within this job classification. The City, at its discretion, may add, modify, change or rescind work assignments as needed.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Operations, services, and activities of assigned maintenance programs
- Administrative principles and techniques, including budgeting, planning, safety, staff organization, and staff development.
- Materials, methods, practices and equipment used in maintenance and repair programs
- Principles and practices of supervision

Ability to:

 Plan, organize, and monitor the work of skilled and unskilled craft personnel engaged in the operation, maintenance and repair of heavy equipment or beach maintenance equipment

CITY OF HUNTINGTON BEACH

CLASS SPECIFICATION



TITLE: BEACH OPERATIONS SUPERVISOR DATE: OCTOBER, 1984

- Communicate effectively orally and in writing
- Prepare and maintain records and reports
- Exercise judgment and creativity in making conclusions and recommendations
- Operate computers
- Meet productivity demands
- Analyze situations, identify problems, and recommend solutions
- Understand, interpret, and apply laws, rules, regulations, policies, procedures, contracts, budgets, and labor/management agreements
- Interact professionally with various levels of employees and outside representatives
- Travel to offsite locations within a reasonable timeframe
- Conduct on-site audits of subcontractors and obtain compliance when the work being performed is not in compliance with the conditions of the contract.

MINIMUM QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of: Possess the knowledge of mechanical and beach maintenance procedures as well as the City's budgetary process sufficiently to enable the incumbent to make recommendations to superiors regarding personnel and capital improvements. Possess sufficient knowledge of the City's payroll process and procedures to enable the incumbent to process the payroll. Knowledge of contract administration, sufficient to allow the incumbent to allow his/her to conduct inspections and assure that the work performed is in compliance with the conditions stated in the contract. Knowledge of the budget process sufficient to allow the incumbent to analyze situations in areas under his purview and make recommendations to superiors.

Ability to: Supervise, advise and evaluate the work of subordinates performing a wide variety of functions as well as being able to supervise the construction of specialized equipment to be used in the repair and/or maintenance of heavy equipment or beach maintenance. This person must be able to analyze situations and recommend solutions in a number of areas, (e.g., mechanical maintenance, pier/facilities repair) and present these recommendations orally and in writing to superiors. Interface with other city department's in the coordination of maintenance programs and projects. Able to speak before public groups. Represent department at inner-city, county and state meetings involving the operation. Able to prepare and maintain records and reports. Handle public inquiries and/or complaints by speaking before groups or to individuals as

CLASS SPECIFICATION



TITLE: BEACH OPERATIONS SUPERVISOR DATE: OCTOBER, 1984

appropriate. The practices and procedures used in auditing operations especially those where monies are involved. Ability to conduct on-site audits of subcontractors and obtain compliance when the work being performed is not in compliance with the conditions of the contract.

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Education: Equivalent to graduation from high school, supplemented by one year (30 semester units or equivalent) of college level course work or specialized training in automotive and equipment maintenance and repair, personnel supervision, and/or related subjects.

Experience: Five (5) years experience related to beach operations and/or public works maintenance, including two (2) years in a lead or supervisory experience role.

<u>Certifications/License: Valid California Class C driver license</u> <u>Due to the performance of field duties that may require operation of a motor vehicle, a valid California Class C Driver's License and an acceptable driving record may be required by time of appointment.</u>

Experience: Sufficient training and/or experience to clearly demonstrate the required skills, knowledge and abilities for this class as may be demonstrated by extensive experience supervising the work of others. And sufficient training and/or experience to clearly demonstrate the ability to effectively interact with others in the areas of public speaking, and obtaining compliance with contract provisions by contractors. And sufficient training and/or experience to clearly demonstrate the ability to analyze situations in operations (e.g., mechanical and building maintenance, equipment operation) and prepare oral and written recommendations.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS -

Work may be performed in a general office environment within a mechanical repair shop May also necessitate frequent exposure to weather conditions, physical, electrical, mechanical, and chemical hazards. Must comply with all California Occupational Safety & Health Act (Cal/OSHA) regulations and utilize approved safety equipment and protective gear "including but not limited" to respirators and/or hearing protective devices if and when required. May climb, stoop, bend, crouch, kneel, and reach above and below shoulder level. Reasonable accommodation(s) for an individual with a qualified disability will be considered on a case-by-case basis.

CITY OF HUNTINGTON BEACH CLASS SPECIFICATION



TITLE: BEACH OPERATIONS SUPERVISOR DATE: OCTOBER, 1984

Work involves detailed concentration for long periods of time in a modified office environment and exposure to the elements in an outdoor environment. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Goals for the Personnel Commission & Staff

- 1. Continue to recruit qualified applicants and provide timely eligibility lists to the hiring authority.
- 2. Conduct job description reviews on a three year cycle to ensure meeting changing needs of the City.
- 3. Develop new classifications to meet changing needs of the City.
- 4. Review and update the Personnel Rules to improve, clarify and keep current with changes in the State and Federal Laws as well as the needs of the City.
- 5. Design and conduct a Personnel Commission Orientation during the calendar year of 2008.



Goal completed October 2007

6. Review Administrative Regulation 413: Constructive Action Plan (CAP) -Disciplining Alternative program.

Vacant Position List

For Pay Period Ending <u>06/06/09</u>

RECRUITMENT STATUS REPORT

as of July 8, 2009

IMPORTANT

This report highlights status of actual vacancies only. It is a SNAPSHOT of the <u>last day of the reported pay period</u>. It does <u>not</u> include reallocations of positions, the impact of acting or underfilled assignments in a higher class, nor any activity that has occurred since the end of the reported pay period.

DEPT	JOB TITLE	QTY	STATUS				
ADMINISTRATION							
	Executive Assistant	1	On hold (Eligible list established 1/6/09)				
CITY ATTORNEY							
	Deputy City Attorney I	1	On hold				
	Legal Assistant	1	On hold				
CITY CLERK							
	(none)						
CITY TREASURER							
	Accounting Tech Supervisor	1	Freeze waiver recd - Eligible list certified 4/2/09 - Dept conducting interviews				
	Accounting Tech Supervisor	1	On hold				
BUILDING & SAFETY							
	Plan Check Engineer	1	On hold				
	Permit Technician	1	On hold				
COMMUNITY SERVICES							
	Beach Maint Operations Mgr	1	On hold				
	Beach Operations Supervisor	1	Freeze waiver recd - Job spec. revisions to P.C. 7/15/09				
	Program Coord-Human Services	1	On hold (Eligible list established 12/11/08)				

ECONOMIC DEVELOPMENT					
	Sr. Administrative Analyst	1	Freeze waiver recd - Testing 7/23/09		
FINANCE					
INANCE		1	Franza waiver road in promo job offer off 7/11/00		
	Budget Manager	l 4	Freeze waiver recd - promo job offer eff. 7/11/09		
	Accounting Technician II	1	On hold		
	Sr. Payroll Tech	1	On hold		
FIRE					
	Emergency Services Coordinator	1	On hold		
	Fire Engineer	4	Freeze waiver recd - apprvd for 2 promo job offers		
	Firefighter Paramedic	5	Freeze waiver recd - 1 promo offer effec 6/27/09		
	Office Assistant II	1	On hold		
HUMAN RESOURCES					
	Principal Personnel Analyst	1	On hold (Eligible list established 4/30/09)		
INFORMATION SERVICES					
•	Info Sys Computer Ops Manager	1	On hold		
	Public Safety Systems Manager	1	On hold		
LIBRARY					
	Librarian	1	On hold (Eligible list established 5/7/09)		
	Senior Librarian	1	On hold		
PLANNING					
- =/ (141411)	Assistant Planner	1	On hold		
	, toolotalit i laililoi	•	on hold		

POLICE

Accounting Tech II Freeze waiver recd - promo job offer effec 6/26/09 **Communications Operator** Freeze waiver recd for 1 - job offer effec 6/14/09 - others on hold Criminalist On hold **Detention Shift Supervisor** On hold Facilities Maint Crewleader (PD) On hold (Eligible List established 10/14/08) - bkgd completed Mechanic II Freeze waiver recd (Eligible list established 3/18/09) Candidate in bkgd Parking/Traffic Control Officer On hold Police Officer On hold - Candidates in bkgd Police Records Spec (Tech) On hold - Candidates in bkgd

PUBLIC WORKS

TOTAL

Deputy Director of Public Works

= -	-	
Facilities Maintenance Leadworker		On hold - Dept conducted interviews for underfill
Irrigation Specialist		On hold (Eligible list established 1/21/09)
Landscape Maint Leadworker		On hold (Eligible list established 10/30/08)
Landscape Maint Supervisor	1	On hold
Landscape Equipment Operator	1	On hold
Maintenance Service Worker		On hold (1-Landscape)
Mechanic II		On hold (Eligible list established 3/18/09)
Mechanic III	1	On hold
Mechanical Maint Supervisor	1	On hold
Park Maintenance Crewleader	1	On hold
Principal Civil Engineer	1	On hold
Senior Traffic Engineer	1	On hold
Street Equipment Operator	2	On hold
Street Maintenance Crewleader	1	On hold
Stock Clerk	1	On hold
Tree Equipment Operator	1	On hold
Traffic Signal Electrician	1	On hold
Vehicle Body Repair Crewleader	1	On hold
Water Equipment Operator	1	On hold
Water Systems Tech III	1	Freeze waiver recd - Promo recruitment opened 7/1/09
Water Service Worker	1	On hold

On hold

1

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